

Kentucky Western

Case Management

CM / ECF

Electronic Case Files

ON-LINE CREDIT CARD ATTORNEY MANUAL

Revised January 24, 2007

On-Line Credit Card Payments

The CM/ECF On-Line Credit Card module is designed to allow filers to pay filing fees interactively as part of the electronic filing process. Attorney filers can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees.

The Internet Credit Card Processing module also includes some new reports which should assist attorneys with record keeping and fee tracking responsibilities. These reports will be discussed at the end of this section.

SYSTEM /SECURITY REQUIREMENTS

Your browser must support 128-bit Encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

Microsoft Internet Explorer 5.5 or higher

1. Click on the "Help" tab on your menu bar at the top of the screen.
2. Scroll down and select "About Internet Explorer".
3. A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Opening a New Bankruptcy Case

The CM/ECF On-Line Credit Card module can accommodate both new cases that are to be paid in full, or that are to be paid in installments, with the following restrictions.

IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES

When uploading or manually opening your installment payment case, you **MUST** select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you wish to initially pay. **CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the user indicates otherwise.**

SPECIAL NOTE FOR ONE TOUCH CASE UPLOAD FILERS:

You will need to contact your petition preparation software vendor to see if your one touch feature will work for installment payment cases. **IF NOT**, you will need to file your installment cases using the Case Upload selection on the ECF menu and attach your documents there.

After you submit this screen.....

ECF Bankruptcy • Adve

Open New Bankruptcy Case

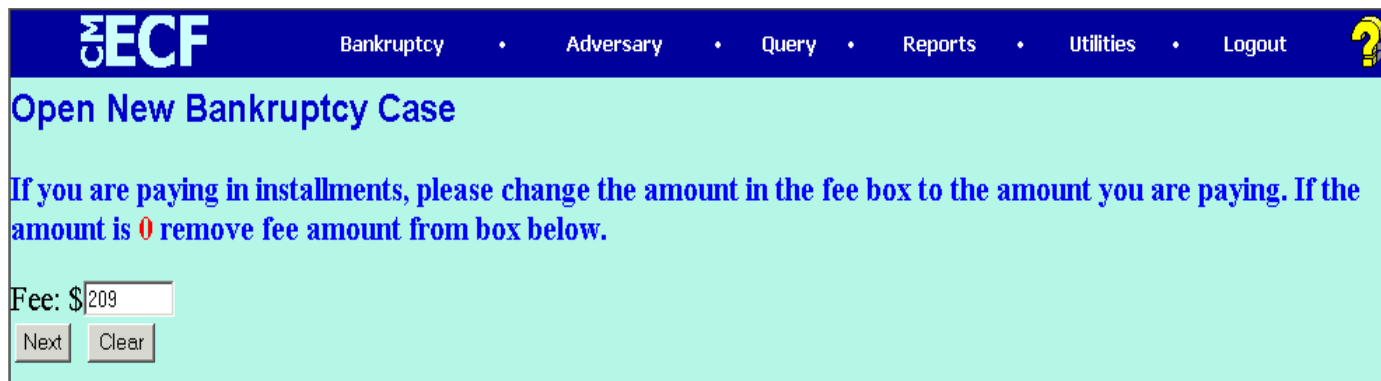
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

I:\Training Materials\Petition

Attachments to Document: ☒ No ☐ Yes

You will receive this NEW screen.....



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

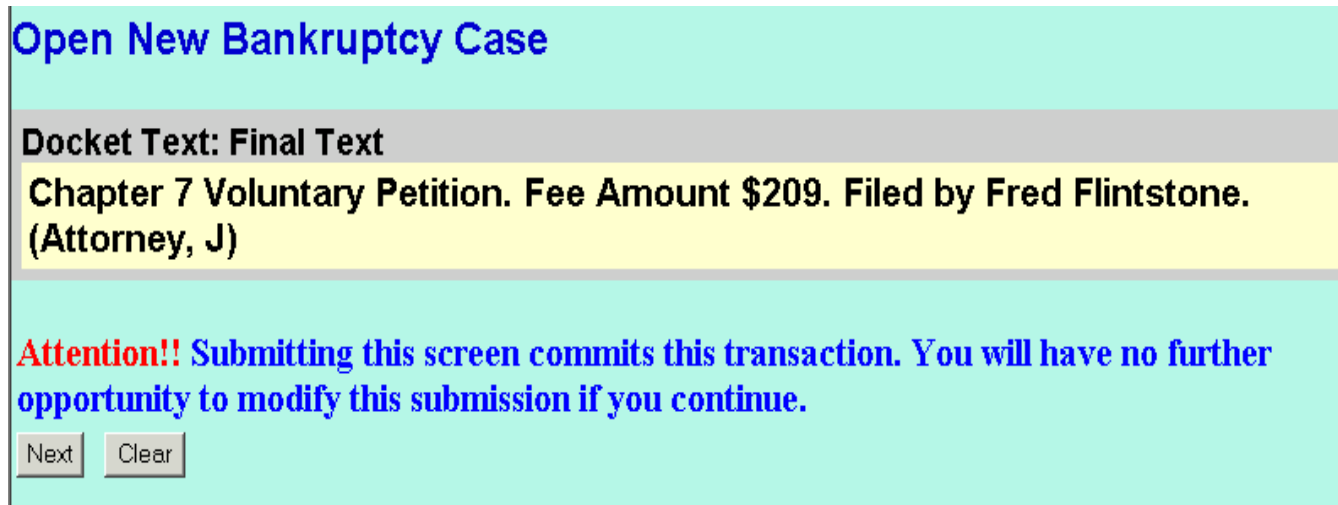
Open New Bankruptcy Case

If you are paying in installments, please change the amount in the fee box to the amount you are paying. If the amount is 0 remove fee amount from box below.

Fee: \$

- Do not make any changes to this screen if the filing fee is to be paid in full.
- If you are paying the filing fee in installments, change the fee amount as appropriate.

A final confirmation screen will appear. If the dollar amount listed is incorrect, press the back button and make any needed changes, then resubmit.



Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition. Fee Amount \$209. Filed by Fred Flintstone. (Attorney, J)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

At the end of your transaction, you will receive a list of all filings where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**

IF YOU CONTINUE FILING you will receive an opportunity to Pay now after each subsequent transaction or you may pay at the end of the day using the Utilities menu option, Internet Payments Due. (See Reports on page 8.)

If you are ready to pay the outstanding fees now, select **Pay Now**.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, DO NOT select the Pay Now option. Contact the Court so the error can be corrected before an incorrect charge is made to your credit card.

DO NOT USE THE BROWSER "BACK" BUTTON DURING THE PAYMENT PROCESS.

Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2004-09-30 09:59:24	Amended Schedules (Fee)(04-30068) [misc,amdscha] (26.00)	\$ 26.00
		Total: \$ 26.00

Pay Now Continue Filing

Paying

Your Filing Fees

When the Pay Now option is chosen, the filer will be electronically connected to the U.S. Treasury site. The filer will be prompted for card type, card number and expiration date as shown below. **Note: Address Information** - will be displayed on the filer's screen. The filer's address information will be pre-filled with the address information currently on file in CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data.

Enter Payment Information

<table><tr><td>Cardholder Name:</td><td>Joseph Attorney *</td></tr><tr><td>Address:</td><td>601 West Broadway *</td></tr><tr><td>Address 2:</td><td></td></tr><tr><td>City:</td><td></td></tr><tr><td>State:</td><td><div><div>Ⓢ</div><div>—</div><div>▼</div></div> -- <input type="radio"/> Province / OR- Region / - County:</td></tr><tr><td>Country:</td><td></td></tr><tr><td colspan="2">(Instead of state, if necessary)</td></tr><tr><td>Zip Code:</td><td>40216 *</td></tr><tr><td>Card Type:</td><td>Visa *</td></tr><tr><td>Card Number:</td><td></td></tr><tr><td>Security Code:</td><td></td></tr><tr><td>Expiration Date:</td><td>— / — *</td></tr><tr><td>Payment Amount:</td><td>\$209.00 *</td></tr></table> <p>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</p> <p><input type="button" value="Continue"/> <input type="button" value="Quit"/></p>	Cardholder Name:	Joseph Attorney *	Address:	601 West Broadway *	Address 2:		City:		State:	<div><div>Ⓢ</div><div>—</div><div>▼</div></div> -- <input type="radio"/> Province / OR- Region / - County:	Country:		(Instead of state, if necessary)		Zip Code:	40216 *	Card Type:	Visa *	Card Number:		Security Code:		Expiration Date:	— / — *	Payment Amount:	\$209.00 *	<h4>Plastic Card Payment Steps</h4> <ol style="list-style-type: none">1. Select Payment Type2. Enter Payment Information3. Authorize Payment / Payment Summary4. Payment Confirmation
Cardholder Name:	Joseph Attorney *																										
Address:	601 West Broadway *																										
Address 2:																											
City:																											
State:	<div><div>Ⓢ</div><div>—</div><div>▼</div></div> -- <input type="radio"/> Province / OR- Region / - County:																										
Country:																											
(Instead of state, if necessary)																											
Zip Code:	40216 *																										
Card Type:	Visa *																										
Card Number:																											
Security Code:																											
Expiration Date:	— / — *																										
Payment Amount:	\$209.00 *																										

If the payee enters an invalid credit card number the following message will appear:

Errors were found in your request.	
• The Card Number entered is invalid. Please try again.	
Please correct these errors and attempt the action again.	
Cardholder Name:	Joseph Attorney *
Address:	601 West Broadway *
Address 2:	
City:	
State:	-- <input type="radio"/> Province / OR- <input type="radio"/> Region / - <input type="radio"/> County:
Country:	
(Instead of state, if necessary)	
Zip Code:	40216 *
Card Type:	Visa *
Card Number:	4211111111111111 *
Security Code:	
Expiration Date:	April / 2005 *
Payment Amount:	\$418.00 *
A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.	

Plastic Card P

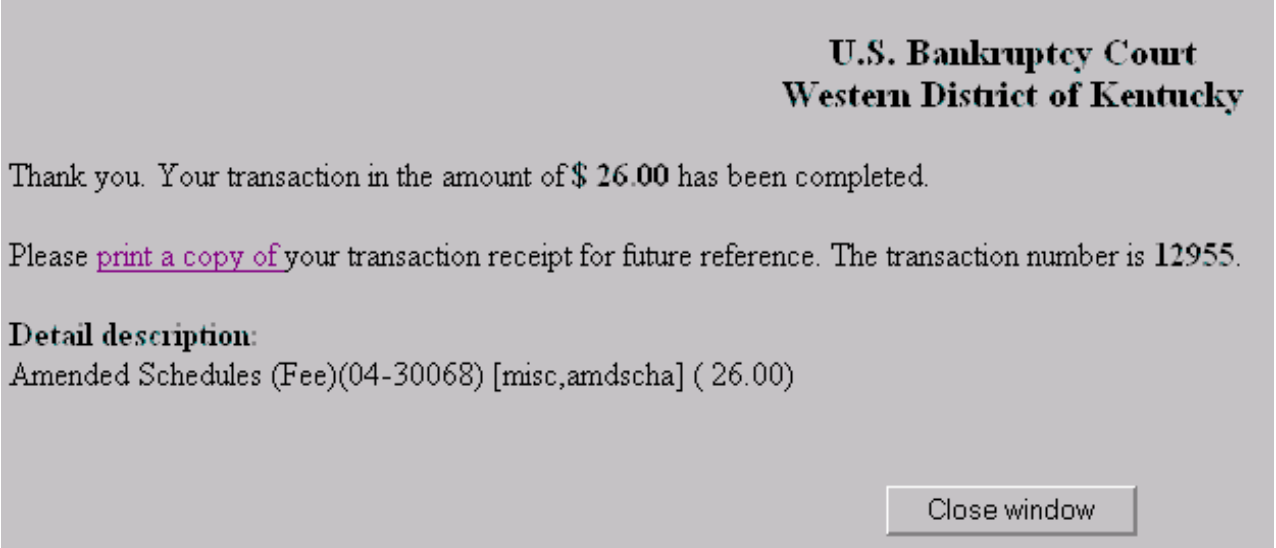
1. Select Pay
2. Enter Pay
3. Authorize I Summary
4. Payment C

The next screen requires the users to **authorize** the transaction. The system will display a checkbox that **must** be selected in order to authorize the payment.

Cardholder Name: Joseph Attorney Address: 601 West Broadway Address 2: City: State: Country: Zip Code: 40216 Card Type: Visa Card Number: *****1111 Expiration Date: 4 / 2005 Payment Amount: \$209.00 Current Date and Time: 08/31/2004 11:47 AM	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
<p align="center">Authorization*</p> <p><input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</p>	
<p align="center">Confirmation Receipt Request</p> <p>To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Re-enter Email Address to Confirm: <input type="text"/></p>	
<input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.	

E-mail Confirmation - is another convenient way to receive confirmation of payment. On the authorization screen, the filer has the option of entering an e-mail address to receive confirmation of the payment from pay.gov. E-mail addresses added on the screen will not affect the e-mail address on file in CM/ECF.

When the credit card transaction is approved, a receipt entry will be posted to the case(s) that have been paid, and the following message will appear:



**U.S. Bankruptcy Court
Western District of Kentucky**

Thank you. Your transaction in the amount of \$ 26.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 12955.

Detail description:
Amended Schedules (Fee)(04-30068) [misc,amdscha] (26.00)

Close window

Receipt Printing - is available. Once the payment is made and a receipt is generated, the filer now has an option to print the receipt.

Filing Motions Requiring Fees

The CM/ECF credit card module works similarly for motions and pleadings which require fees. For a complete listing of all filing fees, please go to the Court website at www.kywb.uscourts.gov and click on the Fee Information link. A current fee schedule can be found here under the Fee Schedule link.

File a Motion:

03-30116 Let It Rain

You must leave the receipt box blank in order for the credit card payment to be processed.

If this is an amended or renewed motion, remove fee amount from box below.

Receipt #: Fee: \$

Next

Clear

NOTE: When filing motions, pay special attention to the Court messages regarding fees (see example above). **DO NOT ENTER CC** in the Receipt box. If a fee does not apply, be sure to **REMOVE** the fee amount from this screen to avoid being charged.

Reports

The reports described below are available to the filer, and can be located by clicking on the Utilities menu option while in the CM/ECF program.

INTERNET PAYMENT HISTORY

The Internet Payment History Report allows an attorney who has U.S. Treasury Internet payment privileges to review his/her completed credit card payments over any specified time period. In addition, the report will also list Internet filing fee records that were ultimately paid by an alternative payment method.

Utilities

Your Account

[CM/ECF Login](#)
[Change Your Client Code](#)
[Change Your PACER Account](#)
[Internet Payment History](#)
[Internet Payments Due](#)
[Maintain Your ECF Account](#)
[Review Billing History](#)
[View PACER Account Information](#)
[View Your Transaction Log](#)

Miscellaneous

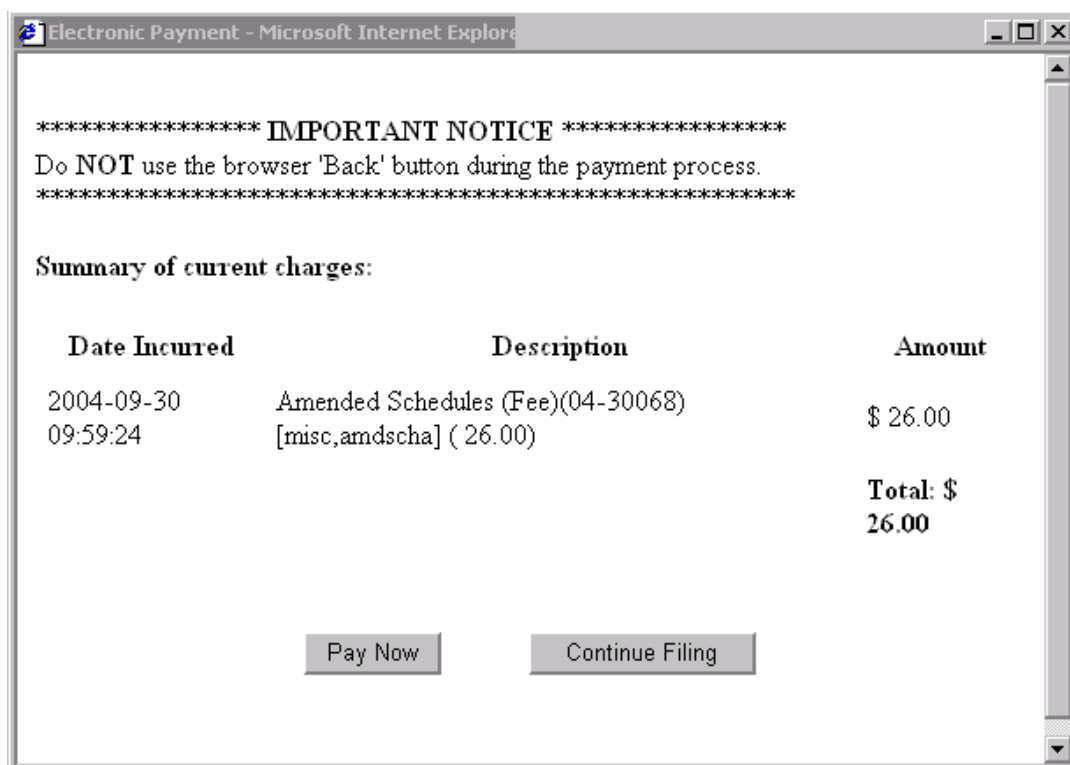
[Legal Research ...](#)
[Mailings...](#)
[Verify a Document](#)

The report allows the user to display fee payments over a date range specified by the user. The default for this report is set for the previous 30 days.

U.S. Bankruptcy Court Western District of Kentucky Internet Payment History for Attorney , J 9/22/2003 to 10/22/2003				
Date Paid	Description	Payment Method	Receipt #	Amount
2003-10-22 15:48:11	Voluntary Petition (03-30118) [misc,volp7a] (209.00) Motion for Relief From Stay (03-30111) [motion,mrlfsty7] (150.00)	credit card	1111B7733	\$ 359.00

INTERNET PAYMENTS DUE

The Internet Payments Due report allows an attorney with Internet credit card payment privileges to immediately pay all outstanding (pending) fees without docketing another pleading or opening a new case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. An example of this report can be seen below. Once the user has accessed this screen, they would follow the instructions found earlier in this manual which relate to Online Credit Card processing (see Page 5).



Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2004-09-30 09:59:24	Amended Schedules (Fee)(04-30068) [misc,amdscha] (26.00)	\$ 26.00
		Total: \$ 26.00

Pay Now Continue Filing